

Guidelines and Procedures for the Art in Public Places Commission

As mandated in Section 6.24.040 of the Annapolis City Code

Adopted 12/16/2002 by the Commission

PURPOSE

The purpose of these guidelines is to establish a process for the selection, purchase, commission, placement, and maintenance of works of art, and expenditure of the monies generated through Ordinance #22-02, as amended, generally referred to as The Art in Public Places Ordinance, signed into law in September 2002. The Art in Public Places Commission was established by the Mayor and City Council to establish and implement guidelines relative to the fair and informed expenditure of the Art in Public Places Fund, from public and private sources, for the display of art in public places in Annapolis and for the production of performing arts. The guidelines outline specific selection and display standards for stationary and performing arts, which will promote physical and mental health by expanding the citizens of Annapolis' experience with art, and enable them to better understand their communities and individual lives. By encouraging artists capable of creating works of art in public places, the Art in Public Places Commission shall strive to stimulate the vitality of the city and enhance Annapolis' standing as a regional leader in the arts.

MANDATE

Section 6.24.040 sets forth six areas that must be addressed in the Guidelines and Procedures to be prepared by the Art in Public Places Commission (the Commission). These are summarized below:

- Identify suitable art for city property.
- Facilitate preservation of art objects and artifacts that may be displayed in public places.
- Create criteria for the competitive selection of art objects for display.
- Stipulate procedures for the selection, acquisition and display of public art.
- Prescribe methods for supporting the performing arts.
- Establish procedures necessary to administer this section.

It is the intention of the Commission to manage the Arts Fund, formerly known as the Art in Public Places Fund, in a manner, which is fair and equitable, fiscally responsible, supportive of local creativity, responsive to the community needs, and appropriate to the City's natural ambiance.

SELECTION PROCESS

With these factors in mind the Commission has determined to use a two-pronged approach for supporting, selecting, directing, maintaining, and eliminating proposed and existing projects or

activities, which includes both, works of art and the performing arts, and can be applied to both individual artists or arts organizations.

First: A competitive award system designed for long-term review that relies on Call For Artists, Request For Proposals (RFP) and/or Grant Applications.

Second: A sole source award system designed for interim funding requests, short-term Commission initiatives, pressing needs or requests for support from existing projects.

The proposed criteria for the long-term competitive process are attached. Short-term or interim funding requests will be addressed at the Commission's monthly meetings or on an as needed basis.

FUNDING

Although the City Council has appointed nine persons to the Commission with the expertise to make decisions regarding Art in Public Places, the Commission reserves the right to seek guidance from appropriate professional(s). A majority of the Commission (at least five members) must approve or endorse a proposal in order for the proposal to move forward or qualify for funding.

In an effort to assure the following:

- Project completeness,
- Minimize misunderstandings between the Commission and other project participants
- Assure continuity and
- Eliminate the need for a sub-committee structure

A Commission member or liaison/advocate will be assigned to follow the progress of the project and report to the Commission on the status of the project prior to funding authorization. This liaison with assistance from staff will prepare a report documenting the award process and other aspects of the project. No funds will be awarded without a presentation from the artist(s) or organization applying for assistance and consultation with the City Department(s) that are likely to be pivotal in the implementation of the project. This includes but is not limited to Recreation and Parks, Finance and Procurement. No funds will be disbursed without a signed contract between the City of Annapolis and the grantee.

OTHER DUTIES

In addition to supporting proposed arts projects or activities the Commission will

- Review, seek and/or endorse possible grants from foundations and other sources including Anne Arundel County and Maryland State Arts Councils.
- Conduct an annual review of and make preservation/maintenance recommendations for existing public art works and artifacts.
- Identify potential sites for art related activities.

- Prepare and review Commission budgets, schedules and work plans on a semi-annual basis.
- Complete the required annual report of Commission activities.

To assure the efficient and effective operation of the Commission, these guidelines and procedures should be reviewed at least every three years.

City of Annapolis

Art in Public Places Commission

Guidelines and Procedures for Competitive Awards

The commission will use a Call for Artists, Request for Proposal or Grant Application as vehicles to structure a review of proposed activities. This method will be used to select artists for site-specific art works, performing arts, arts organizations and other forms of artistic support that the Commission deems appropriate.

A document will be prepared, reviewed and issued to artists, and circulated in magazines, newspapers, arts calendars and other venues. This document will identify the mission of the Commission, the theme and requirements of the activity or project, artistic criteria, site location when applicable and proposed project schedule which will set forth adequate time for an applicant to respond the Commissions request.

Applicants will be judged on the following:

- Response to the Commissions requests and city's needs
- Completeness of application including timely responses and realistic budgets
- Clarity of the proposal and subsequent presentations
- Review of submitted work samples and/or portfolio
- Scope of previous projects and experience
- Proven ability to meet the criteria and work with city staff
- Validation of resume and recommendations
- Compatibility of the proposal with the local community

- Creativity and appropriateness of the proposal, including subject, design and materials

Those applicants meeting the criteria listed above will be included in the list of semi-finalists to be selected by the Commission for personal interviews. Once the interviews have been completed, a finalist will be selected, the proposal will be reviewed by the appropriate City Departments and a contract will be prepared between the City of Annapolis and the finalist. This contract will include but not be limited to a description of the proposal, artists responsibilities, budget, schedule, scope of work and when required design specifications, engineering, installation and maintenance agreements.